

USG/BOR Curriculum Policies

1) New General Education Courses

Once new course proposals for General Education or Area F are approved at KSU (up to and including the KSU Provost), the new course proposal must then receive approval by the appropriate USG Academic Advisory Committee (for new General Education and Area F course proposals) and the USG General Education Council (for new General Education course proposals). KSU's Provost or designee will use information from this form to complete and submit the electronic, online form for review by the appropriate USG Academic Advisory Committee and the USG General Education Council. More information on new general education course proposal processes can be found on the USG Student Achievement webpage (http://core.usg.edu/implementation/core_forms/).

2) Minor Guidelines

A minor must contain 15 to 18 semester hours of coursework with at least 9 hours of upper-division coursework. Courses taken to satisfy Core Areas A through E may not be counted as coursework in the minor. Core Area F courses may be counted as coursework in the minor. University System institutions are required to notify the Office of Academic Programs when a new minor is established. Notification will be provided using the minor notification form at the link below. Upon notification, minors will be listed on the Office of Academic Programs website. Changes in the name of a minor should also be sent to the Office of Academic programs (BOR Academic Affairs policy 2.3.1).

More information on minors can be found on the USG Academic Programs webpage (http://www.usg.edu/academic_programs/changes/).

3) Certificate Guidelines

- Certificates proposed and offered by an institution should be consistent with the mission of the institution.
- Certificates shall be consistent with degree programs offered by the institution.
- The institution offering the certificate will maintain enrollment and completion data as part of the students' record.
- Certificates should be greater than 9 hours, but no more than 59 semester-credit hours.
- Certificates require that students meet the admission requirements of the institution and that the courses offered will not exceed the level of courses offered by the institution (e.g., a two-year institution may not award a graduate certificate).

The following definitions listed below describe the types of certificate programs in the USG. In the definitions, pre-baccalaureate (undergraduate), post-baccalaureate (graduate), post-master's, and post-first professional, refer to the level of the courses in the curriculum, not the qualifications or background of the student.

Pre-Baccalaureate (Undergraduate Certificates)

- Fewer than 30 semester credit hours (less than one year). The degree acronym is CERO.
- From 30 to 59 semester credit hours (at least one year, but less than two). The degree is CER1.

Post-Baccalaureate (Graduate Certificates)

- A certificate beyond the bachelor's degree that does not meet the requirements for a master's degree. The degree acronym is CERG.
- Post-Master's Certificate- a certificate beyond the master's degree that does not meet the requirements for a doctoral degree. The degree acronym is CERM.
- Post-First Professional Certificate- a certificate beyond the first professional degree. The degree acronym is CERP.

University System institutions are required to notify the Office of Academic Programs when a new certificate is established. Notification will be provided using the certificate notification form at the link below. Changes in the certificate name should also be sent to the Office of Academic Programs as notification. Embedded certificates, those certificates that are only awarded to a student upon completion of a degree and are a self-contained set of courses embedded in a major or stand-alone degree, do not require notification, and are listed separately on the Degrees and Majors inventory (BOR Academic Affairs policy 2.3.8).

More information on certificates can be found on the USG Academic Programs webpage (http://www.usg.edu/academic_programs/changes/).

4) Substantive Change/Program Modification Guidelines

Substantive change and/or program modification requests may be made on three different levels: curricular changes (individual program), exception to maximum credit hour requirements (individual program), or significant alternation of mission and academic priorities (institution-wide).

Curricular Change (Individual Program)

Curricular changes involve the substantive redirection of an academic program which has been precipitated by national norms, disciplinary norms, accreditation requirements for continued good standing, and other factors attributable to strengthening degrees and majors. Such action requires Board approval and generally depicts how the program has been revised to ensure that students receive content instruction that is conducive to successful outcomes.

(http://www.usg.edu/academic_programs/changes/types_of_substantive_change_program_modification).

Exception to Maximum Credit Hour Requirements (Individual Program)

Exceptions to maximum credit hour requirements represent waivers to degree credit-hour length. Such waivers are analyzed to determine if institutional credit creep has occurred with regard to a specific degree and/or major before submission to the Board for approval. The request is submitted to the Office of Academic Programs.

Requests for credit hour waivers can be made for baccalaureate programs that exceed the 120-hour limit or master's programs that exceed the 36-semester hour limit.

Below are the elements required to make a request for waiver to degree credit-hour length:

1. Degree requested for an extension of credit hours;
2. Rationale for credit hour increase;
3. External accrediting body that has mandated a change to curricula nationwide;
4. Documentation of external accrediting body requirements;
5. Curriculum program of study before and after the increase;
6. Statement of impact on students and student matriculation; and
7. Statement of impact on faculty and faculty workload.

Additional information on exceptions to maximum credit hour requirements can be found on the USG Academic Programs webpage (http://www.usg.edu/academic_programs/changes/exceptions_to_maximum_credit_hour_requirements/).

Significant Alteration of Mission and Academic Priorities (Institution-Wide)

Institutions may experience a significant alternation of mission and/or academic priorities over time. Often such action takes place due to long-term declines in degree program productivity sometimes coupled with financial exigency. If such action occurs, then the institution will be required to submit a detailed plan that accounts for further action taken with regard to academic programs, faculty members (tenured and non-tenured), staff, administrators, and students. Participation by the Chancellor's staff is required and such plans generally include a request for program modification addressed to the University System Chief Academic Officer & Executive Vice Chancellor. In addition to a rationale concerning various aspects of program closure, the request must include an analysis and plan with regard to the fiscal and facilities impacts and resultant organization. In addition, the plan will request that Chancellor's staff be requested to conduct an investigation on behalf of the Board before permanent action is taken. After a study has been conducted by the institution and investigation by the Chancellor's staff, then the results of both analyses will be presented to the Chancellor for further discussion with the President and Board of Regents recommendation. Upon recommendation to the Board of Regents, a communication plan outlining the impending changes will be developed in concert with the President and her/his cabinet for the academic community and external constituencies.

Additional information on substantive changes can be found on the USG Academic Programs webpage (http://www.usg.edu/academic_programs/changes/types_of_substantive_change_program_modification).

5) Program Deactivation and Termination Guidelines

When applied to educational programs, the terms “termination” and “discontinuation” refer to the same action. Program termination means that the institution is no longer authorized to offer the program. Termination requires Board approval, and subsequent reinstatement must be handled as submission of a proposal for a new program.

When applied to educational programs, the terms “temporary suspension” and “deactivation,” refer to the same action. Presidents can temporarily suspend a program for a period not to exceed two academic years, without obtaining Board approval, and may subsequently reinstate the program within that period.

However, the President of the institution should advise the Executive Vice Chancellor and Chief Academic Officer of the USG or the Assistant Vice Chancellor for Academic Programs of such actions. If the suspension has not been (or will not be) lifted (i.e., the program has not been reactivated) by the end of the second academic year, the president should take action to terminate the program. The institution’s Office of Academic Affairs will submit a request to terminate an academic program with the following information: 1) Termination date to coincide with the a regularly scheduled Board meeting, 2) confirmation that no students are currently matriculating through the program or confirmation that any remaining students in the program have been appropriately advised and counseled concerning degree program options, 3) confirmation that termination of the program will not have an adverse impact on tenured and non-tenured faculty or students, 4) rationale for terminating the program, and 5) length of time that the program was in a deactivated status, if at all, before requesting action to terminate.

A suspended program remains an authorized program at the institution, but new students are no longer permitted to enroll. Suspended programs should not be listed in the college catalog but will remain in the Degrees and Majors inventory of the Board with a notation that they are on a deactivated status (BOR Academic Affairs policy 2.3.3).

More information on program deactivation can be found on the USG Academic Programs webpage (http://www.usg.edu/academic_programs/changes/).

KSU Curriculum Policies

1) Policy for Establishing/Changing Elective/Special Course Fees

Policy Objective

The purposes of Kennesaw State University's elective fees and other special fees approval policy are to:

- Provide a consistent approach to approval and treatment of fees
- Provide clear documentation for fee purpose and specific uses for the fees
- Ensure that student elective fee expenditures are in line with their documented purpose and directly benefit the students that paid the fees
- Outline a method for annual monitoring of fees for inactivity, applicability, and/or accumulating balances.

Definitions

Elective fees include, but are not limited to:

- Resident hall deposits
- Penalty charges
- Non-mandatory parking fees
- Parking fines
- Library fines
- Laboratory fees
- Post office box rentals
- Course fees to cover supplementary costs for specific courses, such as art materials, course packets/kits, software/videos, and special equipment

General Policy Provisions

In general, departments are expected to cover normal instructional costs within their operations budget, and elective fees and other charges should be needed only in exceptional situations. The financial needs of the department must be weighed against the impact of the fees on students and also the costs of administering the fees (assessment and collection). Fees must be used to augment, rather than replace general budgeted funds for departmental instructional costs. Increases in these fees should be kept moderate and gradual.

The following are examples of what may be funded through elective fees and special charges:

- Cost of providing course materials to be consumed, retained, or used by the student
- Cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student
- Transcript fees

This policy specifically excludes the following cost items to be paid through fees:

- Salaries, wages, and employee benefits of support personnel (including honoraria)
- Furniture or equipment for faculty or staff offices

- Workshops, conferences or seminars and related travel where a majority of attendance consists of KSU faculty or staff
- Reproduction of copyrighted materials
- Course syllabi

Establishment of New Elective Fees and Special Charges

Institution Presidents are authorized to approve elective fees and special charges as outlined below. However, any fee or special charge that is required to be paid by all full-time, undergraduate students at the institution or by all undergraduate students in a specific degree program, with the exception of specific course fees for supplementary costs, shall be approved by the Board of Regents (BOR Minutes, January 2010).

KSU Internal Procedure:

1. Complete the appropriate fee request form
2. Obtain required approvals
3. Submit form to the Office of Budget and Planning

Requests for undergraduate course fees will require approval by the Provost and President's Cabinet. Graduate course fees will require approval by the Provost and Chief Operating Officer only. Requests that also require Board of Regents approval will be submitted after all institutional approvals have been obtained.

The Provost's Office, Office of Budget and Planning, and Bursar's Office are responsible for applying the policy and ensuring adequate campus oversight of all fees. This responsibility includes review of fee proposals, review of the costing and proposed fee levels, and the appropriate distribution of collected fees.

The requesting department manager has primary responsibility to ensure that fee-related expenditures are appropriate and incurred as per the intended purpose of the fee and, specifically in the case of course fees, that there is a benefit to the student. Additionally, the college/unit business manager should also review related expenditures to ensure it is in agreement with the intended purpose of the fee. When direct benefit to the student is not apparent per the invoice submitted for payment, this documentation should be added as backup to the payment request.

All documentation for new fee requests or fee changes will be held by the Office of Budget and Planning. All student fees will be properly documented, approved, and monitored annually for inactivity, applicability, and accumulating balances. Adjustments will be made for fees that are inactive, no longer applicable, or have excessive balances.

Requests are reviewed once a year, in December, for the subsequent fiscal year beginning fall semester. When proposing new fees, departments must adhere to the following guidelines:

- Departments must apply a test of reasonableness to ensure that funding has not already been provided to the department or school through other fund sources, such as current state or tuition funds.
- Guidelines for the types of items that may be included in the fee are listed in Section III. Only direct costs (not overhead/indirect costs) may be included in the computation of the fee, and departments must fully and accurately document the cost of supplies, consumables, and support services associated with each elective fee.
- Each proposed fee must provide specific cost information.
- If equipment is an intended use of the fee, the cost of the equipment must be allocated over its useful life in the determination of the fee amount and cannot be fully recouped in the year of acquisition. For the calculation of course materials fees, “equipment” is considered to be tangible property having a useful life of more than one year.
- The elective fee expenditures must be appropriate and directly benefit the students that paid the fee.

Requests for Elective Fee Increase/Decrease

Requests for increases in approved elective fees will follow the same procedures and policies as the establishment of new fees. Requests for elimination or decreases of existing elective fees, or application of the fee following a minor change in the course number or description, will be handled administratively by the appropriate college/unit. Notification should be sent to the Budget Office when fees are reduced or eliminated.

More information on establishing and changing elective and special course fees can be found on KSU’s Budget forms webpage at (<https://financialservices.kennesaw.edu/budget/forms>).

2) Directed Study courses

- The course numbering for directed study courses is 4400.
- The formal request for a Directed Study course needs to be approved by the Student by signing the syllabus, the Course Instructor, the Instructor’s Department Chair, and submitted to the Registrar two weeks prior to the end of the semester preceding the semester of the proposed study. After the Registrar’s office processes the request, a confirmation is sent to the student that he/she is registered for the course.
- Content in the directed study will not substantially overlap an existing course in the curriculum.
- A student may not carry more than three semester hours in directed study per semester.
- A maximum of ten semester hours of directed study may be used to satisfy degree requirements, with a maximum of three hours used as General Electives as Free

Electives. The maximum number of hours allowed within the major shall be determined by the department.

- A student must have a cumulative overall GPA of at least 3.0 in order to be eligible for a directed study.

Procedures to be Followed for the Approval of Directed Study:

- The student should contact the instructor whom the student wishes to serve as supervisor and present a proposed topic of study to the instructor.
- The instructor completes the following steps:
 - Obtain the student's signature on the syllabus, complete the Directed Study form, and upload the signed syllabus.
 - The instructor agrees to adhere to any additional requirements specific to the department to gain approval (e.g., committee approval) before sending the proposal to the Department Chair.
- The Department Chair should ensure the following requirements are met:
 - The student has a sufficient GPA, both overall and in the major.
 - A list of the student's previous directed studies courses taken has been reviewed.
 - In consultation with the instructor, review the instructor's load and limit the number of directed studies an instructor may supervise in a single semester. A directed study should be supervised by an instructor on a voluntary basis.
- The Department Chair should then submit the form to the Registrar's Office two weeks prior to the end of the semester preceding the semester of the proposed study.

3) Special Topics Course Guidelines (Regular, Study Abroad, Discipline Specific Study Abroad, and Honors)

KSU Request for Special Topics (Regular) and Honors Courses:

- The formal proposal for a request for a special topics (regular) or honors course needs to be approved by the Department Chair, Department Curriculum Committee, College Curriculum Committee, Dean, and submitted to the Registrar no later than one week prior to the deadline for the semester schedule in which it will be included.
- Honors Courses Only: The HONORS abbreviation is used only for honors courses.
- Special Topics (Regular) Courses Only:
 - The SPECIALTOPICS abbreviation is used only for special topics (regular) courses.
 - The course numbers for regular special topics courses are 2290 (for lower level courses) and 4490 (for upper level courses).
 - A specific Special Topics course may be offered a total of three times. If the course is to be offered a fourth time, it must be proposed as a new course and must go through all levels of the Formal Course Approval process.
 - It is the responsibility of the Department Chair to see that the following items are accomplished/approved/acceptable: 1) Does the course does not duplicate the content of any other existing courses in the university catalog with respect to

its title, purpose, or content or appear to possibly fall under the purview of another department? If so, what specific courses? 2) If there is potential duplication or a question of purview, has the Department Chair contacted the other Department and shared the rationale/justification and obtained support for this course offering?

KSU Request for Special Topics (Annual Country Study Program (ACSP)):

- The ACSP abbreviation is used only for special topics courses for the annual country study program (e.g., -- the Year of Italy) coordinated by the KSU International Center.
- The course numbers for ACSP special topics courses are 2290 (for lower level courses) and 4490 (for upper level courses).
- The formal proposal for a request for a special topics (ACSP) needs to be approved by the Department Chair, Department Curriculum Committee, College Curriculum Committee, Dean, International Center Director and submitted to the Registrar no later than one week prior to the deadline for the semester schedule in which it will be included.
- It is understood that Annual Country Study Courses will exhibit significant overlap with existing courses. There are variations of existing courses with a focus on the country under study for a particular year. Courses may be offered only once and during the designed Annual Country Study year; there is consequently no danger of significant or lasting encroachment on an adjacent discipline.

KSU Request for Special Topics (Study Abroad (SA)):

- The SA abbreviation is used only for special topics study abroad courses.
- All SA courses are listed as SA 2290 or 4490, but most are assigned specific KSU course equivalents by the appropriate Department Chair. Only those study abroad courses that have no such course equivalency are submitted using this form. All such courses must be consistent with the Academic Standards and Study Abroad policy approved by the UPCC (10/03/01) and GPCC (9/19/01) (<http://www.kennesaw.edu/upcc/Forms/pages/StudyAbroadGuidelines.html>).
- The formal proposal for a request for a special topics (AS) needs to be approved by the Department Chair, Department Curriculum Committee, College Curriculum Committee, Dean, International Center Director and submitted to the Registrar no later than one week prior to the deadline for the semester schedule in which it will be included.
- These courses were selected as SA special topics courses because no other course offerings have been identified as duplicating the content of any existing courses in the university catalog with respect to its title, purpose, or content. A listing of study abroad courses is sent to all Department Chairs for which the course might fall possibly under their purview at the beginning of the fall semester for this purpose. Because these courses are part of the summer study abroad offerings and will be conducted overseas in an experiential learning environment, there is no significant potential for duplication with any on-campus course offerings.

4) New Major/Degree Program Proposal Process

- Department/faculty begin dialog with the College Dean about potential new program(s).
- College Dean discusses potential new program(s) with Provost and, if proposed new program is at Graduate level, with Graduate Dean.
- With the permission of the Provost, the new program is added to the New Program Forecast and the Provost approves an independent needs assessment of the proposed program.
- If the needs assessment is supportive, the Provost gives permission to proceed with proposal development.
- The USG-KSU formal new degree program proposal is completed and proceeds through the established curriculum review process (Department, Department Chair, Library Unit Head, College, Dean, Technology Enhanced Learning Unit Head (for online and hybrid programs), Teacher Education Council and Education Dean (for education programs), UPCC or GPCC).
- If approved through all levels, a University-Wide Program Proposal Review Committee will review the USG-KSU formal new degree program proposal. This Committee will assign a priority to the program for submission to the BOR, in relation to other programs on the KSU New Program Forecast. The Committee is appointed by, and includes the Provost, and is comprised of Deans and representatives from appropriate campus constituencies.
- If the University-Wide Program Proposal Review Committee concludes that the proposal is a high priority for BOR submission and if the President approves, a Prospectus will be submitted to the BOR. The Provost will notify the appropriate Dean if/when a Prospectus should be prepared.
- If forwarded to the BOR and permission is received to develop a full proposal, notification will be given to the appropriate Dean. The USG-KSU formal new degree program proposal sections pertaining to budget and facilities will be vetted and approved by those Unit Heads and before the proposal is forwarded to the University-Wide Program Proposal Review Committee for final review.
- The University-Wide Program Proposal Review Committee will review the formal proposal and make a recommendation regarding any necessary changes to the proposal, level of priority, and time frame for submission to the BOR.
- If approved by the Provost and President, the formal proposal will be submitted to BOR. If approved by the BOR, the new program will be implemented. The Student Success and Accreditation Unit Heads will receive notification as formal proposals are submitted to the BOR. If declined by the BOR, the program will not be implemented.